

**Qualifications Manual
For Postsecondary
Career and Technical Education
Instructors**



March 2017

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Introduction to the Qualifications Manual for Postsecondary Career and Technical Education Instructors

The Mississippi Community and College Board recognizes that Career and Technical Education instructors must possess a background of occupational work experience, training, and formal education to successfully prepare students for challenging careers in a global marketplace.

The qualifications set forth in this manual are designed to support the guidelines published in *The Principles of Accreditation* by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the regional accrediting body for degree-granting higher education institutions in the Southern states. *The Principles of Accreditation* publication may be accessed at: <http://www.sacscoc.org>. Specific guidance from SACSCOC regarding instructor credentials is included in this document in Appendix A.

The qualifications contained in this manual shall apply to all postsecondary Career and Technical instructors whose employment begins on or after July 1, 2017. Student Services Coordinator personnel will continue to meet the licensure requirements as set forth by the Mississippi Department of Education, Office of Career and Technical Education in the Competency Based Licensure for Postsecondary Career-and Technical Personnel, dated October 24, 2003.

Effective July 1, 2017, Career and Technical Education instructors will be required to meet the requirements outlined in this manual as well as the Professional Development requirements by the institution's Competency Plan for staff development for each career and technical instructors. The Competency Plan should be designed to meet the needs of the instructor to ensure professional growth and quality instructional programs. According to the Perkins guidance as listed in the Federal regulations in the Mississippi State Plan for Vocational and Technical Education, teachers are required to attend professional development dedicated to understanding how to effectively and efficiently teach the CTE curriculum that is based on national standards, industry recognized certifications, and increased academic foundations. Please refer to the Perkins State Plan (<http://www.mccb.edu/pdfs/ct/PerkinsStatePlan.pdf>) for more guidance regarding professional development.

The instructor qualifications standards set forth in this manual are minimum requirements. Postsecondary institutions may require additional qualifications in order to meet state and national accreditation standards related to specific programs as well as to meet local needs. These qualifications are designed to ensure that each individual employed to teach and support postsecondary career and technical education in Mississippi meets general education competency, occupational competency, and instructional competency.

In cases where a career and technical education instructor fails to meet the minimum requirements listed in the Qualifications Manual is employed by the college, the college must submit a letter of notification to the Mississippi Community College Board. The letter should include appropriate justification which demonstrates the individual as “qualified”.

All career and technical education instructors must attend the Institute for Teaching and Learning or its equivalent in content and time as determined by the MCCB Office of Curriculum and Instruction.

Student Services Coordinator Personnel

(Carl D. Perkins Act mandate)

Student Services Coordinator Personnel

Student Service Coordinator Personnel will continue to meet the requirement (initial and renewal) as set by the Mississippi Department of Education, Office of Career and Technical Education. See Appendix B for requirements.

Career and Technical Non-Degree Certificate Programs

Each full-time and part-time Career and Technical non-degree certificate instructor must possess:

- Associate degree or
- Valid work experience in the area of instruction.
- A minimum of two (2) years work experience within the last five years related to the program of study; five years or more experience is preferred.
- For programs of study where a national certification is identified by MCCB, the instructor must possess this certification or a plan be provided that outlines compliance within 2 calendar years from the date of hire.
- Current instructors must obtain the national certification identified by MCCB for their program of study no later than June 30, 2019.

All career and technical education instructors must attend the Institute for Teaching and Learning or its equivalent in content and time as determined by the MCCB Office of Curriculum and Instruction.

In programs with national, state, or programmatic accreditation, such as health occupations, cosmetology, barbering, etc., instructors are required to possess appropriate credentials to meet accreditation requirements.

Career and Technical Education Associate Degree Programs

Each full-time and part-time career and technical instructor teaching associate degree courses must possess:

- Associate degree or
- Valid work experience in the area of instruction
- A minimum of two (2) years work experience within the last five years related to the program of study; five years or more experience is preferred.
- For programs of study where a national certification is identified by MCCB, the instructor must possess this certification or a plan be provided that outlines compliance within 2 calendar years from the date of hire.
- Current instructors must obtain the national certification identified by MCCB for their program of study no later than June 30, 2019.

All career and technical education instructors must attend the Institute for Teaching and Learning or its equivalent in content and time as determined by the MCCB Office of Curriculum and Instruction.

In programs with national, state, or programmatic accreditation, such as health occupations, cosmetology, barbering, etc., instructors are required to possess appropriate credentials to meet accreditation requirements.

Associate Degree Plus Transfer

Each full-time and part-time instructors member teaching courses in professional, occupational, and technical areas (i.e. BOT cluster, Agriculture/Horticulture, and Early Childhood Education) that are components of an associate degree program designed for college transfer or from which substantial numbers of students transfer to senior institutions must have completed:

- Master's degree or higher in the teaching discipline.*
- Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).*
- Have a minimum of two years' work experience in the subject area; five years or more experience is preferred.
- For programs of study where a national certification is identified by MCCB, the instructor must possess this certification or a plan be provided that outlines compliance within 2 calendar years from the date of hire.
- Current instructors must obtain the national certification identified by MCCB for their program of study no later than June 30, 2019.

* See Appendix A at the end of this document. However, please refer to the SACSCOC website for the most current guidelines regarding instructors credentials. <http://www.sacscoc.org>.

Professional Development

Each institution must develop a Competency Plan for staff development for each career and technical instructors. The Competency Plan should be designed to meet the needs of the instructor to ensure professional growth and quality instructional programs. According to the Perkins guidance as listed in the Federal regulations in the Mississippi State Plan for Vocational and Technical Education, teachers are required to attend professional development dedicated to understanding how to effectively and efficiently teach the CTE curriculum that is based on national standards, industry recognized certifications, and increased academic foundations. Please refer to the Perkins State Plan (<http://www.mccb.edu/pdfs/ct/PerkinsStatePlan.pdf>) for more guidance regarding professional development.

The Competency plan must have prior approval of the local administration before being implemented.

The following activities are strongly encouraged for new personnel who have limited teaching experience and for those who do not possess a bachelor's degree in education or higher.

A Competency Plan may include but not limited to the following:

1. Mentoring

A new instructor may be paired with an instructor who has strong organizational skills and has effective teaching techniques. It is recommended they meet twice a week for one – two hours planning sessions during the first semester of employment. This should be structured activity with expected outcomes.

2. Institute for Teaching and Learning (Required)*

The Institute for Teaching and Learning offers training to new CTE instructors. The Institute offers this training using a blended delivery approach featuring face-to-face and online methods. Content areas include instructional planning, classroom management, pedagogy,

learning outcomes, rubrics, student assessment, communication skills, conflict resolution, time management, and professionalism. The Institute also offers one-on-one observation and feedback of new instructors.

* All career and technical instructors must attend the Institute for Teaching and Learning or its equivalent in content and time as determined by the MCCB Office of Curriculum and Instruction.

3. Technology Training

Technology training can be local, state or national on topics of relevance to instructors. Many business/industries offer specific training to technicians i.e., General Motors, Ford, IBM, etc. It is critical that career and technical instructors remain current with technology. Technology training related to specific programs present an on-going challenge.

4. Industry Visits

Industry visits can provide an avenue for instructors to keep updated on industry requirements and standards, provided visits are made to progressive industries related to the teaching field.

5. Professional Seminars, Conferences, and Workshops

Seminars, conferences, and workshops can be a good source of information for experienced instructors. Most are not as intense or hands on as may be needed for beginning instructors.

6. Academic Coursework

Academic coursework should be designed specifically to meet the individual needs of instructors. Courses may include training in such areas as testing and evaluation, instructional delivery, and program development.

Qualifications for Personnel employed at Secondary Career and Technical Centers operated by a Postsecondary Institution

Career and Technical Education Administrator

Each full-time and part-time Career and Technical Education Administrator must possess:

- A Master's degree; and
- A minimum of two (2) years teaching or counseling experience in Career and technical Education; five years or more experience is preferred.

Career and Technical Education Counselor

Each full-time and part-time Career and Technical Education Counselor must possess:

- A Master's degree; and
- A minimum of two years of teaching and or related work experience in areas such as employment counseling, academic counseling or human relations; five years or more experience is preferred.

Student Service Coordinator Personnel

Student Service Coordinator Personnel will continue to meet the requirements (initial and renewal) as set by the Mississippi Department of Education, Office of Career and Technical Education. *See Appendix B for requirements.*

Career and Technical Education Programs

Each full-time and part-time career and technical instructor teaching associate degree courses must possess:

- Associate degree or higher
- A minimum of two (2) years' work experience within the last five years related to the program of study; five years or more experience is preferred.
- For instructors teaching secondary students for secondary credit, please refer to MS Department of Education guidelines for additional licensure requirements. (www.mdek12.org)

All career and technical instructors must attend the Institute for Teaching and Learning or its equivalent in content and time as determined by the MCCB Office of Curriculum and Instruction.

In programs with national, state, or programmatic accreditation, such as health occupations, Cosmetology, Barbering, etc., instructors are required to possess credentials to meet accreditation requirements.

Recommendations for Career and Technical Education Administrators

This section is provided as a reference for institution use as needed.

Career and Technical Education Administrator

Each full-time and part-time Career and Technical Education Administrator must possess:

- A Master's degree from a regionally accredited institution of higher education; and
 - A minimum of two (2) years teaching or counseling experience in Career and technical education; five years or more experience is preferred.
 - Existing administrators will not be required to meet this provision as of the date of official approval of this document.
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Health Program Supervisor

Each full-time and part-time Health Program Supervisor must adhere to the accreditation standards of designated accrediting organization.

Career and Technical Education Counselor

Each full-time and part-time Career and Technical Education Counselor must possess:

- A Master's degree; and
 - A minimum of two (2) years of teaching and/or related work experience in areas such as employment counseling, academic counseling or human relations; five years or more experience is preferred.
 - Existing career and technical education counselors will not be required to meet this provision as of the date of official approval of this document.
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Work-Based Learning Coordinator

Each full-time and part-time work-based learning coordinator must possess:

- A Master's degree, preferably in a field of business or career and technical education; and
 - A minimum of two (2) years related work experience in business and industry or career and technical education; five years or more experience is preferred.
 - Existing work-based learning coordinators will not be required to meet this provision as of the date of official approval of this document.
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Appendix A



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

FACULTY CREDENTIALS

- Guidelines -

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006

Appendix B

STUDENT SERVICE COORDINATOR PERSONNEL - 506			
License	Requirements	Validity	Non-Renewable
Special Class A	1. Bachelor of Education degree with a major or minor in math, reading, English, or elementary education.	1 year	Complete an approved course in History, Philosophy, or Principles of Vocational Education during first year of employment
Special Class AA	1. Meet requirements of a Special Class A license. 2. Master's Degree in math, English, elementary, adult, or vocational education		
Special Class AAA	1. Meet requirements of a Special Class AA license 2. Educational Specialist degree in math, reading, English, elementary, adult, or vocational education OR Forty-five (45) semester hours of graduate credit since the Special Class AA license was issued with a minimum of twenty-one (21) semester hours in area(s) of desired endorsement with an overall "B" average in all graduate work.		
Special Class AAAA	1. Meet requirements of a Special Class AAA license 2. Doctorate in one of the qualified endorsement areas		

Appendix B (continued)

STUDENT SERVICE COORDINATOR PERSONNEL - 506			
License	Requirements	Validity	Renewal Requirements
Class A	1. Bachelor of Education degree with a major or minor in math, reading, English, or elementary education. 2. Completed an approved course in History, Philosophy, or Principles of Vocational Education	5 year	Six (6) semester hours in related area or supportive area <p style="text-align: center;">OR</p> Three (3) semester hours and five (5) Continuing Education Units (CEUs) in content or job/skill related area <p style="text-align: center;">OR</p> Ten (10) Continuing Education Units (CEUs) in content area or job/skill related area <p style="text-align: center;">OR</p> One hundred clock hours of in-service
Class AA	1. Meet requirements of a Class A license. 2. Master’s Degree in math, English, elementary, adult, or vocational education 3. Complete an approved course in History, Philosophy, or Principles of Vocational Education		
Class AAA	1. Meet requirements of a Class AA license 2. Educational Specialist degree in math, reading, English, elementary, adult, or vocational education <p style="text-align: center;">OR</p> Forty-five (45) semester hours of graduate credit since the Special Class AA license was issued with a minimum of twenty-one (21) semester hours in area(s) of desired endorsement with an overall “B” average in all graduate work. 3. Complete an approved course in History, Philosophy, or Principles of Vocational Education		
Class AAAA	1. Meet requirements of a Class AAA license 2. Doctorate in one of the qualified endorsement areas 3. Complete an approved course in History, Philosophy, or Principles of Vocational Education		

Appendix C

Qualifications for CTE Instructors:

As outlined in the Qualifications Manual, programs that have a national credential identified, instructors must possess the required training to be qualified to teach curriculum for the credential and/or administer student skills tests as required by the credentialing agent (i.e. NCCER, NATEF, etc.). Also included are other such certifications as AutoDesk AutoCAD for drafting and design, CompTIA Network+ for computer networking technology, OPAC certifications for accounting technology. A complete listing of programs and available national certifications will be provided.

To support the transition, MCCB will pay for the following in connection with obtaining credentials:

1. Initial certification exam for all current instructors. A voucher will be provided for the national credential for the instructor based on the program they teach.
2. Any necessary training associated with obtaining necessary preparation for the initial certification exam.
3. Vendor registration fees as required.

MCCB will NOT pay for the following:

1. Retake exams or “second attempts” for current instructors who do not pass the certification exam with the first attempt.
2. Any cost associated with getting labs and/or shops up to necessary standards for offering a program such as NATEF or ASE. Colleges will be responsible for any equipment and facility cost needed to teach curriculum and prepare students for the certification(s) identified for a particular program.
3. Renewal certifications will not be paid by MCCB.
4. Initial certifications for new instructors hired after December 31, 2018.

5. Licensure fees for instructors (i.e. Practical Nurse, Respiratory Technology, Cosmetology, Barbering, etc.) are not paid by MCCB as they are required to work in the field and a condition of hire at colleges.

For current instructors, colleges have until June 30, 2019 to ensure that instructors are properly credentialed for the program(s) they teach. New instructors hired after December 31, 2018 will have up to 2 years to receive certification to be considered properly credentialed for their program.